



Kay Ivey
Governor

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
TAYLOR HARDIN SECURE MEDICAL FACILITY
1301 JACK WARNER PARKWAY NORTHEAST
TUSCALOOSA, AL 35404-1060
205-462-4500
WWW.MH.ALABAMA.GOV



Kimberly G. Boswell
Commissioner

Yolanda D. Clay,
DHA, MBA,
Acting Facility Director

EMPLOYMENT OPPORTUNITY

JOB TITLE: Fiscal Manager II

OPEN DATE: 03/31/2023

CLOSE DATE: Until Filled

JOB LOCATION: Taylor Hardin Secure Medical Facility
Tuscaloosa, Alabama

NUMBER: 23-03

JOB CODE: K4000

SALARY

- Range 78 (\$53,224.80 - \$89,479.20 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
 - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Accounting, preferably supplemented by professional certifications in accounting.
- 24 months or more experience in professional accounting, including...
- 12 months or more supervisory experience.

OR

- Current permanent status as a Fiscal Manager I with the ADMH Exempt System or Staff Accountant with State Merit System.
- 24 months or more experience in professional accounting, including...
- 12 months or more supervisory experience.

KIND OF WORK

- Plans and coordinates the budgetary, fiscal, and accounting activities for the facility.
- Develops and maintains various accounting spreadsheets and databases.
- Reviews and oversees all patient accounts and accounts payable activities.



- Prepares and submits regular and special reports on appropriations and encumbrances.
- Supervises Business Services staff.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of The Joint Commission, and the ability to apply this knowledge to the job duties of the position.
- Knowledge of budgeting, fiscal management, purchasing, accounts payable, accounting, contract management, patient funds, and warehouse/materials management.
- Knowledge of and ability to utilize accounting principles and business management.
- Ability to supervise, plan, and coordinate the work of a small office staff.
- Ability to analyze problems and apply sound judgment.
- Ability to establish and maintain good working relationships with all levels of staff.
- Ability to meet patients, vendors, sponsors, etc. in a professional manner.

METHOD OF SELECTION

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

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Only work experience detailed on the application will be considered. Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.